

**Potter, Robin L.**

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**From:** Potter, Robin L.  
**Sent:** Wednesday, August 17, 2016 4:19 PM  
**To:** Marshall, Joyce Y.; Lincoln, Alicia M.; Patrick, Paul H.  
**Cc:** Gormley, Shannon M.  
**Subject:** Dallas Trip  
**Attachments:** MCH Dallas Trip Aug 21-22 2016.pdf

Good afternoon everyone,

8/17/16 at 3:44 pm faxed Lodging Confirmation Letter, P-card letter, Magnolia Hotels Credit Card Authorization Form, reservation email with confirmation #, copy of my employee ID and P-card with all but last 4 digits blacked out. I have attached the forms I faxed to them (my p-card number is blacked out). I spoke with Garland White, he verified they received all the forms and they appeared to be completed correctly. I would suggest taking at least an electronic copy of the forms.

Please note, Magnolia Hotels requires the hotel guest to present a valid credit card and Government issued ID upon check in.

Remember, at check out to get a zero balance receipt (very important to have a zero balance) and verify they charged the government/military rate. Only room charges will be paid by the p-card any incidentals (food/drinks/movies etc) will have to be paid by your personal credit card. Please send me a copy of your zero balance receipt signed as soon after your trip as possible.

I hope you have a great trip!

Robin L. Potter  
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